



*The U.S. Embassy provides a good opportunity to work for
high-ranking officials in an international environment*

Position Vacancy: IRC Specialist at Tokyo American Center

OPEN TO: All Interested Candidates
POSITION: Information Resource Center Specialist *FSN-9, **FS-5 Steps 1 through 4 (Trainee Level); *FSN-10, **FS-5 Steps 5 through 14 (Full Performance Level)
OPENING DATE: October 26, 2004
CLOSING DATE: November 9, 2004
WORK HOURS: Full Time 40 hours/week
SALARY: **Not-Ordinarily Resident: FS-5 Step 1 US\$37,694 p.a. (Trainee salary)
**Not-Ordinarily Resident: FS-5 Step 5 US\$42,425 p.a. (Full Performance salary)
(Position Grade: FS-5 is confirmed by Washington)
*Ordinarily Resident: FSN-9 ¥10,428,220 p.a. (Trainee salary)
*Ordinarily Resident: FSN-10 ¥11,340,565 p.a. (Full Performance salary)

PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must be residing in country and have the required work and/or residency permits to be eligible for consideration.
4. Please note that U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
5. The U.S. Embassy does not accept hand-delivered applications from outside the Embassy community. Please send by post, courier, or fax.

THE U.S. EMBASSY IS SEEKING: An individual for the position of Information Resource Center Specialist in the Tokyo American Center, Public Affairs Section. This position manages the Tokyo Information Resource Center and supervises three professional reference staff. Promotes awareness of U.S. policies and information relevant to Mission goals by creating a variety of outreach programs, including email and web-based information services. Develops and maintains contact with high level target audience members, particularly in the fields of library and information services.

QUALIFICATIONS REQUIRED: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

--- AT FULL PERFORMANCE LEVEL ---

1. Education: Masters degree in Library or Information Science, Communications, Journalism, Political Science, International Affairs, American Studies, or other appropriate field(s).
2. Prior Work Experience: Four to six years of progressively responsible experience in the field of information programs or services, including the use of emerging information technologies and electronic resources.
3. Language Proficiency: Level IV (Fluent) Speaking/Writing/Reading English and Japanese.
4. Knowledge: Full knowledge of the U.S. Government, the State Department, and the functions of the Public Affairs Section. Knowledge of the function and substance of the Mission Performance Plan and the primary responsibilities of other Embassy sections. Wide knowledge of Japanese and American society,

government, media, academic, and think tank institutions. Knowledge of U.S. information resources in political, economic, and foreign affairs and in subject areas related to the Mission Performance Plan. Knowledge of global issues and current events. Knowledge of current trends and developments in information technology and services.

5. **Skills and Abilities:** Ability to independently plan, manage, evaluate, and innovate services of a specialized Information Resource Center. Must be able to collaborate with LES press and program staffs and be able to supervise and evaluate professional IRC staff. Ability to develop and maintain target audience contacts and to promote IRC services to professional audiences in Japanese and English. Ability to respond rapidly to requests for U.S. policy information, often for breaking news events.

--- AT TRAINEE LEVEL ---

1. **Education:** Masters degree in Library or Information Science, Communications, Journalism, Political Science, International Affairs, American Studies, or other appropriate field(s).
2. **Prior Work Experience:** Two to three years of progressively responsible experience in the field of information programs or services, including the use of emerging information technologies and electronic resources.
3. **Language Proficiency:** Level IV (Fluent) Speaking/Writing/Reading English and Japanese.
4. **Knowledge:** Wide knowledge of Japanese and American society, government, media, academic, and think tank institutions. Knowledge of U.S. information resources in political, economic, and foreign affairs. Knowledge of global issues and current events. Knowledge of current trends and developments in information technology and services.

ADDITIONAL SELECTION CRITERIA:

1. When equally qualified, Appointment Eligible Family Members and U.S. Veterans will be given preference.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed AEFMs are ineligible to apply within the first 90 calendar days of their employment.

APPLICATIONS MUST INCLUDE:

1. An application for U.S. Federal Employment (SF-171 or OF-612), a current resume or curriculum vitae that provides the same information as OF-612;
2. Any other documentation (e.g., test scores, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements; and
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html> or contact the Human Resources office.

SUBMIT APPLICATION TO:

Human Resources Office, ATT: Miriam Tokumasu
1-10-5, Akasaka, Minato-ku,
Tokyo 107-8420

POINT OF CONTACT:

Miriam Tokumasu
TEL: 03-3224-5642
FAX: 03-3224-5818

DEFINITIONS:

1. **EFM:** Family Members at least 18yrs. listed on the travel orders of a Foreign of Civil Service or Uniformed Service member permanently assigned to, or stationed to, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM below.
2. **AEFM:** An EFM eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) who meets all of the following criteria: 1) US citizen; 2) Spouse or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, or Uniformed Service member permanently assigned to, or stationed at, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; 4) Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 5) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or Uniform Services.
3. **Member of Household:** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring

employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

An Equal Opportunity Employer